



Policy Title: **CHILDCARE CCTV POLICY**

Policy Type: **HUMAN RESOURCES**
 (Statutory, Financial, Administrative, Human Resources)

Policy Number: **HR026**

Approved by Council	Previous Review	Last Review	Current Review	Next Review
20 April 2017 Resolution17.5582	21 May 2019	19 May 2020	May 2021	May 2022
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	19.6321	20.6632	21.7090	
Approved by CEO	Bernie McCarthy – CEO	<div>.....</div> <div>Signature.</div>		
Effective Date	20 May 2020			
Implementation Department		Officer Name		
Community Services		Director Community Services		
Revision #:	Document Management File #.			
2.0				

1. Policy Background/Scope:

Aurukun Shire Council (ASC) operates Closed Circuit Television Systems (CCTV). The purpose of the surveillance system is to assist the ASC Koolkan Early Childhood Centre and Family Support Hub achieve its security objectives of ensuring the personal safety and protection of children, staff, parents and visitors to the centre.

2. Objectives:

ASC Childcare Centre will conform to the provisions of the Queensland Information Privacy Act 2009, Australian Privacy Act 1988 and Australian Privacy Regulation 2013 in relation to the use of CCTV.

3. Policy Provisions:

Data Controller

The Data Controllers are the Manager and Assistant Manager of the Koolkan Early Childhood Centre and Family Support Hub in cooperation with ASC ICT Manager. They are responsible for the data/information collected using CCTV.

Location

The following areas are currently monitored by CCTV:

- Babies Room
- Hallway
- Kindy Room
- Kitchen
- Laundry
- Office
- Play Area 1
- Play Area 2
- Cot Room
- Toddler Room

Fairness

Management of ASC Koolkan Early Childhood Centre and Family Support Hub respects and supports the individual's entitlement to go about his/her lawful business and this is the primary consideration in the operation of CCTV. Although there will be inevitably some loss of privacy with CCTV, cameras are not used to monitor the progress or activities in the ordinary course of lawful business. They are used to address concerns, deal with complaints or support investigations. New employees will be informed immediately, at induction that a surveillance system is in operation. Parents will be informed when they enrol their child. They will be informed of the purpose of the CCTV and what it can and cannot be used to monitor.

Role of the Management

- To ensure the system is always operational.
- To ensure that servicing and repairs are carried out as necessary to the system.
- To respond, to any individual's written request to view a recording that exists of him/her or his/her children.
- To ensure prominent signage is in place that will make individuals aware that they are entering a CCTV area.
- To ensure that areas of privacy (toilets etc.) are not monitored using CCTV.
- To ensure confidentiality is maintained at all time. Information will only recorded to disc *off* the hard drive if a complain Uinvestigation has been lodged and the disc is to be stored in a locked filing cabinet and will only be available to those directly connected with achieving the objectives of the system.

Traceability

Recordings must be logged and traceable throughout their life in the system. They must be identified by a unique serial number indelibly marked on the media shell.

Time and Date Stamping

The correct time and date must be overlaid on the recording image.

Copy/viewing Recordings

Refer to Management, *Operation and Use of Closed Circuit Televisions – Aurukun Shire Council Policy A0-014*.

Retention

Information will remain on the system for 30 Days and will be recorded over after 30 Days.

Access to Recordings

Refer to Management, *Operation and Use of Closed Circuit Televisions – Aurukun Shire Council Policy A0-014*.

Data Subject Access Standards

All staff involved in operating the equipment must be able to recognise a request by data subjects for access to personal data in the form of recorded images by data subjects. Data subjects may be provided with a standard subject access request form which:

- a) indicates the information required in order to locate the images requested ,
- b) indicate that a fee will be charged for carrying out the search for the images,
- c) the maximum fee which may be charged for the supply of copies of data in response to a subject access request is set out in the Privacy Act 1988 and Privacy Regulation 2013
- d) ask whether the individual would be satisfied with merely viewing the images recorded ,
- e) indicate that the response will be provided promptly following receipt of the required fee and in any event within 40 days of receiving adequate information,

Bernie McCarthy
Chief Executive Officer

Related documents and regulations:
Queensland Information Privacy Act 2009
Australian Privacy Act 1988
Australian Privacy Regulation 2013